

CLASS TITLE: CHIEF CASE WORK SUPERVISOR

Class Code: 02824500
Pay Grade: 34A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible, on a statewide basis, for the planning, direction, coordination and supervision of a professional and/or non-professional social work staff engaged in providing a program of social welfare services such as public assistance, child welfare, licensing of child care facilities, clinical social case work services in a hospital setting, or other comparable programs of social welfare services; to be responsible for the evaluation, improvement and maintenance of case work principles, methods and techniques necessary for the efficient administration of the assigned program of social welfare services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent action; work is reviewed upon completion through conferences and submitted reports for results obtained and conformance to professional standards, agency policies, rules and regulations.

SUPERVISION EXERCISED: Exercises administrative, professional and technical supervision over a professional and/or non-professional social work staff and others engaged in the administration of an assigned program of social welfare services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible on a state-wide basis, for the planning, direction, coordination and supervision of a professional and/or non-professional social work staff engaged in providing a program of public assistance services, including old-age assistance, aid to dependent children, aid to the blind and aid to the disabled; and to assist in the coordination of the state program of public assistance services with local city and town welfare programs; or,

As assigned, to be responsible, on a state-wide basis, for the planning, direction, coordination and supervision of a professional and/or non-professional social work staff engaged in providing a program of child welfare services including child-parent relationships, juvenile behavior, foster homefinding and foster home care, services to children in their own homes, protective services, day care, adoption investigation and placement, special court investigations including adoption and child marriages and other related services necessary for the protection of homeless, dependent, and neglected children in the community; or

As assigned, to be responsible, on a state-wide basis, for the development and execution of a program of licensing and inspection of, and consultative services for, child care facilities, including child placing agencies, children's institutions, and other group care facilities for children, foster family homes and day care facilities; and to plan, direct, coordinate and supervise a professional and/or non-professional social work staff engaged in providing such inspectional, licensing and consultative services; or

As assigned, to be responsible for the planning, direction, coordination and supervision of a professional and/or non-professional social work staff engaged in providing a program of clinical social case work services, in collaboration with medical and para-medical professions, as it relates to the diagnosis and treatment of patients or persons in a hospital setting (such as the Rhode Island Medical Center), or in a state-wide mental health or public health program with the objective of removing or alleviating social, emotional, or environmental problems of such patients or persons and promoting their return to a normal and more effective pattern of living; or,

As assigned, to be responsible, on a statewide basis, for the planning, direction, coordination and supervision of a professional and/or non-professional social work staff engaged in providing any other comparable level programs of social welfare services.

To be responsible for the evaluation, improvement and maintenance of case work principles, methods and techniques necessary for the efficient administration of the assigned program of social services.

To be responsible for the conformity of work performed by the social work staff with established policies, methods, and procedures.

To consult regularly with subordinates relative to problems in supervision and casework practices and to be responsible for decisions in difficult situations.

To assist in the recruitment, selection and placement of a professional and/or non-professional social work staff and to participate in the overall administration and direction of staff development through a program of in-service training.

To analyze, evaluate and review requests and reports submitted by subordinates and to advise superiors of any decisions made on such requests or reports.

To develop and utilize available community resources to meet general and specific problems in the assigned program of social welfare services.

To assist superiors in the formulation and evaluation of departmental policy as it relates to the assigned program of social welfare services.

To be responsible for the collection of statistical data for the preparation of specific reports and projects.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social case work principles, practices and techniques; a thorough knowledge of emotional, behavioral and environmental patterns, as well as social and economic factors that contribute to personal maladjustment, illness and dependency; a thorough knowledge of the various provisions of federal and state laws involving social welfare services; a thorough knowledge of community resources and the ability to utilize them effectively; a working knowledge of the fundamental principles of public welfare administration including financing, budgeting, personnel management, and in-service training; the ability to plan, direct, coordinate and supervise the work of a state-wide professional social work staff engaged in providing a program of social welfare services and to evaluate the effectiveness of such services; the ability to assist in the administration and direction of state-wide staff development through a program of in-service training; the ability to evaluate the policies and procedures of a state-wide social welfare service program; the ability to establish and maintain effective working relationships with superiors and associates, other public and private agencies, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work from an accredited institution of higher education; and

Experience: Such as may have been gained through: full-time employment as a Senior Case Work Supervisor; or, at least three years full-time employment in a responsible supervisory, administrative, or consultant position in a public or private social case work agency, hospital, or mental health or public health program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: September 2, 1973

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